



Core Financial Project
Purchasing
Change Discussion Guide

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About This Guide

What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas—Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable, and Standard General Ledger. This guide was developed to address changes in one of those process areas. The guide provides an overview of the process area; however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:

- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

Integrated Financial Management Program Overview

Core Financial Project Overview

Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

Core Financial Project Scope

Budget Execution

Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

Purchasing

Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

Cost Management

Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

Accounts Payable

Prepares and delivers payments, as well as advanced payment processing for services rendered

Accounts Receivable

Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

Standard General Ledger

Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

Core Financial Benefits

Center Management

- Enable a “One NASA” Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
 - Providing consistent, accessible financial data
- Provide accounting and budgeting structure to enable Full Cost Management
- Support business-based, decision making
 - Providing timely financial information so that it can be used in the decision-making process
- Provide financial information backbone to be integrated with project management data for an integrated view of project status
- Provide technical foundation to lead NASA into the world of e-commerce and e-government

Core Financial Benefits

Core Financial Benefits

Resource Management

- Increase time available for meaningful management analysis
 - Reduce need to compile and reconcile data from disparate sources and systems
 - Provide a single point of data entry (elimination of duplication)
 - Provide a real-time, single, consolidated general ledger
 - Reduce research and analysis time by providing drill-down capability to original source documents
- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
 - Provide fully-automated purchase request creation, routing and approval
 - Provide a simplified bankcard process

Core Financial Benefits

Financial Management

- Resources used more effectively and efficiently
 - Automatic calculation of interest
 - Automatic aging of accounts receivable
 - Better handling of installment payments from customers
 - Automatic preparation of IRS 1099s for debt cancellations
 - Automated trial balances, FACTS I and II
 - Elimination of PAC and Hilite Reports
 - Elimination of FACS generation and transmission to NASA HQ
- Provide easier distribution of carrier account transactions
- Shared information across functions (e.g., accounting and procurement)

Core Financial Benefits

SAP

SAP—An Integrated System

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

SAP—An Agency-wide System

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods

Purchasing Overview

What is Purchasing under Core Financial?

Process Purchases

- Plan Acquisition
- Initiate Purchase Request
- Perform Pre-Solicitation Activities
- Solicit Offers
- Evaluate Offers (price only)
- Award Contract (e.g., purchase orders, contracts, grants, cooperative agreements)
- Issue Tasks (e.g., delivery/task orders)
- Monitor Performance
- Modify Contract (modifications)
- Accept Deliverables
- Review Invoice
- Closeout Contract
- Maintain Material Master Data
- Maintain Templates
- Perform Novation Activities

Purchasing Overview

Primary Areas of Impact to Procurement Community

Initiate Purchase Requests (PR) Change Impacts

- Electronic creation of PR in SAP and supporting attachments included
- Accounting Line Items directly linked to Procurement Line Items
- Integration with Accounting for the commitment of funds
- Automated routing and approval of PR through “release strategy” and “workflow”
- Electronic Tracking and Status of PR

Solicit Offers/Evaluate Offers Change Impacts

- PR information “adopted” without re-keying data
- Automated routing and approval of solicitation documents through “release strategy” and “workflow”
- Mix of manual and automated activities since “Purchasing” provides only part of “Procurement” functionality – Terms and conditions (T&C) prepared through IDGS or other manual means (Note: T&C templates for Commercial and Non-commercial Simplified Acquisition RFQs are included in SAP)
- Separate RFQs are required for each vendor and quotations are input linked to the RFQ
- Electronic Tracking and Status of award documents

Primary Areas of Impact to Procurement Community (continued)

Award Contract/Modification Change Impacts

- PR or RFQ/Quotation information “adopted” without re-keying data
- Automated routing and approval of solicitation documents through “release strategy” and “workflow”
- Mix of manual and automated activities since “Purchasing” provides only part of “Procurement” functionality – Terms and conditions (T&C) prepared through IDGS or other manual means (Note: T&C templates for Commercial and Non-commercial Simplified Acquisition POs, grants, and cooperative agreements are included in SAP)
- Integration with Accounting for obligation for funds
- Contracts will need to have Procurement Line Items & Accounting Line Items linked directly to Procurement Line Items
- Electronic Tracking and Status of award documents

Issue Tasks Change Impacts

- Linkage of Task/Delivery Order to the Basic Contract
- Automatic tracking of “releases” against the basic contract including drilldown to each release and tracking against maximum order value
- No obligations on the basic ID/IQ contract, minimum obligation will be on first Task/Delivery Order

Primary Areas of Impact to Procurement Community

Primary Areas of Impact to Procurement Community (continued)

Goods Receipt Change Impacts

- PO information populated on goods receipt transaction without re-keying data
- Integration with Accounting for recording of cost
- Automatic Tracking and Status of deliveries against award documents

Bankcard Purchases Change Impacts

- Electronic creation of “record of purchase” with interface to SAP for funds commitment
- Electronic recording of goods receipt
- Electronic receipt of bankcard transaction data from Bank of America
- Electronic reconciliation of bankcard transactions by cardholder
- Electronic approvals of reconciled bankcard transactions
- Interface to SAP for recording the obligation and cost and creating the Invoice
- Online access to all bankcard purchases for reporting and auditing by Bankcard Coordinators
- Implementing “pay and chase” policy for disputed transactions

Sample Reporting: Material Management

Purchase Request (PR) Status Reports/Queries

- By PR number
- By Date
- By Requisitioner
- By Type of Material/Service
- By WBS or Cost Center
- By Item Description
- By Various Other Selection Criteria

Award Document Status Report/Queries

- By Document number
- By Document type
- By Date
- By Purchasing Group (Buyer)
- By Type of Material/Service
- By WBS or Cost Center
- By Item Description
- By Various Other Selection Criteria

Core Financial Role Mapping

A “Role” is:

- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:

- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE—Position Descriptions will not be changed as a part of the Core Financial project.)

Purchasing Roles

AGENCY BUYER

Description: The Agency Buyer has a multitude of responsibilities ranging from performing pre-solicitation activities to final contract closeout for various Centers across the Agency. Initially, the Agency Buyer may perform market research. The Agency Buyer selects the procurement method, generates milestones, prepares pre-solicitation documents, and prepares the synopsis and draft RFP, if necessary. The Agency Buyer generates the solicitation document and any required solicitation amendments. After the physical receipt of the proposals, the Agency Buyer enters them into the system, performs an evaluation, and prepares the contractual documents. The Buyer is also responsible for verifying funds for award, completing all contractual documents, routing for approval, and distributing the contractual documents to the interested parties.

The Agency Buyer determines whether a TO/DO is required, checks funding availability, and prepares/issues/distributes TO/DOs. With the commencement of contract administration, the Agency Buyer monitors contractor performance by conducting post-award conferences; monitors subcontract plan goals performance, contractor surveillance, and transportation management; administers government property, intellectual property, and incentive contracts; and analyzes the cost contained in NASA Form 533. The Agency Buyer determines when a unilateral or bilateral modification is required, as well as, determines the modification type (e.g., administrative, incremental funding, option exercise), prepares the modifications, obtains necessary contractor signatures, and distributes the modification.

Purchasing Roles

Purchasing Roles

AGENCY BUYER, continued

When deliverables have been rejected, the Agency Buyer analyzes and resolves the discrepancy, and provides disposition instructions. The Agency Buyer reviews invoices and recommends the acceptance or rejection. The Agency Buyer analyzes closeout alternatives, obtains required closeout documentation, obtains DCAA audit when required, reviews any final invoice received for recommendation of acceptance or rejection, and retires the contract. Throughout the award and contract administration process, the Agency Buyer prepares and distributes management reports (e.g., NF507, CASE report).

AGENCY CONTRACTING OFFICER

Description: The Agency Contracting Officer has authority to enter into (create obligations), administer, and/or terminate purchase orders and make related determinations and findings on behalf of the Government for all NASA centers. The Agency Contracting Officer may delegate contract/grant administration or specialized support services. The Agency Contracting Officer is responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the Government in its contractual relationships.

Purchasing Roles

CENTER BUYER

Description: The Center Buyer has a multitude of responsibilities ranging from performing pre-solicitation activities to final contract closeout. Initially, the Center Buyer may perform market research. The Center Buyer selects the procurement method, generates milestones, prepares pre-solicitation documents, and prepares the synopsis and draft RFP, if necessary. The Center Buyer generates the solicitation document and any required solicitation amendments. After the physical receipt of the proposals, the Center Buyer enters them into the system, performs an evaluation, and prepares the contractual documents. The Center Buyer is also responsible for verifying funds for award, completing all contractual documents, routing for approval, and distributing the contractual documents to the interested parties.

The Center Buyer determines whether a TO/DO is required, checks funding availability, and prepares/issues/distributes TO/DOs. With the commencement of contract administration, the Center Buyer monitors contractor performance by conducting post-award conferences; monitors subcontract plan goals performance, contractor surveillance, and transportation management; administers government property, intellectual property, and incentive contracts; and analyzes the cost contained in NASA Form 533. The Center Buyer determines when a unilateral or bilateral modification is required, as well as, determines the modification type (e.g., administrative, incremental funding, option exercise), prepares the modifications, obtains necessary contractor signatures, and distributes the modification.

When deliverables have been rejected, the Center Buyer analyzes and resolves the discrepancy, and provides disposition instructions. The Center Buyer reviews invoices and recommends the acceptance or rejection. The Center Buyer analyzes closeout alternatives, obtains required closeout documentation, obtains DCAA audit when required, reviews any final invoice received for recommendation of acceptance or rejection, and retires the contract. Throughout the award and contract administration process, the Center Buyer prepares and distributes management reports (e.g., NF507, CASE report).

Purchasing Roles

Purchasing Roles

CENTER CONTRACTING OFFICER

Description: The Center Contracting Officer has authority to enter into (create obligations), administer, and/or terminate purchase orders and make related determinations and findings on behalf of the Government and for a specific NASA center. The Center Contracting Officer may delegate contract/grant administration or specialized support services. The Center Contracting Officer is responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the Government in its contractual relationships.

MATERIAL MASTER MAINTAINER (Competency Center Role)

Description: The Material Master Maintainer is responsible for creating and maintaining the Material Master files when requested by Accounts Receivables, extending information to other Centers, ensuring there are no duplications, and communicating the Material Master number back to Accounts Receivable.

OUTSIDE BUYER

Description: The Outside Buyer has a multitude of responsibilities ranging from performing informal solicitation activities to final contract closeout for specific types of actions (e.g., training orders, Space Act Agreements). The Outside Buyer is not typically within the Center's Procurement organization; therefore, their duties as a buyer are not their primary duties.

Purchasing Roles

OUTSIDE BUYER, continued

The Outside Buyer will solicit offers and perform an evaluation. After receipt of the offers, the Outside Buyer prepares and distributes the award documents ensuring that sufficient funds are available to the interested parties. The Outside Buyer monitors the performance of the orders, determines when a unilateral or bilateral modification is required, prepares the modifications, obtains necessary contractor signatures, and distributes the modification. The Outside Buyer closes the award document upon satisfactory completion of services or complete delivery of supplies.

PROCUREMENT APPROVER

Description: The Procurement Approver is responsible for reviewing Draft RFPs, solicitations, solicitation amendments, contracts, TO/DOs, and modifications received through workflow and approving or rejecting them based upon the review.

PROCUREMENT REPORT GENERATOR

Description: The Procurement Report Generator is responsible for displaying, printing, and distributing procurement related reports such as listings of open requisitions, active contracts, actual leadtimes, and delinquent deliveries.

Purchasing Roles

Purchasing Roles

PROCUREMENT TEAM LEAD

Description: The Procurement Team Lead is responsible for evaluating and managing workload assignments. The Procurement Team Lead evaluates the complexity of the requisition requirements and evaluates available staff skills to assist in assignment to appropriate Buyer. This role reviews, approves, and posts synopses as required. The Procurement Team Lead reviews and approves any termination functions, including show cause and/or cure notices.

PURCHASING VENDOR MASTER MAINTAINER (Competency Center Role)

Description: The Purchasing Vendor Master Maintainer is responsible for creating the initial vendor file. After creation of the vendor file, the Purchasing Vendor Master Maintainer maintains the Purchasing and Order From Vendor information, including the extension of vendors to other centers, and ensures no vendor duplications.

TEMPLATE MAINTAINER (Competency Center Role)

Description: The Template Maintainer is at the agency level and is responsible for receiving and evaluating requests for the addition of templates to the system. The template maintainer enters templates into the system and associates them with the appropriate document type within SAP. The maintainer periodically reviews and maintains the templates to ensure the templates are in accordance with the most current versions of federal procurement policy and regulations.

Frequently Asked Questions

Will there be basic forms in SAP, specifically the SF 26?

We have identified about 15 forms (basically solicitations and awards) that we will have in SAP as "SAP Script forms" - they may or may not look "exactly" like the forms today, but they should capture the data and be close approximations of those forms.

Is SAP only for small purchases?

No. Buyers and Contracting Officers in SAP must record all obligations, regardless of value or contractual vehicle.

Will IPARs/NF507s go away?

No. SAP will not capture all data currently being captured via IPARs/NF507s.

Who is likely to have the "Procurement Approver" role?

Procurement Office management, primarily.

Key Terms

Account Assignment Category

Specifies whether accounting for an item is to be effected via a Cost Center (K), Project WBS (P), Network (N), Unknown (U), or Reimbursable (Y). The Unknown account assignment will be used when creating all ID/IQs, BOAs, and BPAs.

CAGE code

Identifies companies doing or wishing to do business with the Federal Government by providing a standardized method of identifying a given facility at a specific location. CAGE codes are entered in the Search 1 field.

Collective Number

This is the solicitation number. The format for the solicitation number is a two-digit FY, three-digit P-group, and three-digit Sequence number (e.g., 02-MBD-001).

Estimated Price

Expected unit price for a line item. The field for this data entry is located on the Purchase Requisition under the NASA Data tab.

Estimated Total Value

Expected extended value of a line item. This value can be found on the Purchase Requisition under the NASA Data tab.

Expected Value

Value that the unplanned services or materials covered by the line items are not expected to exceed. This is the commitment/obligation amount. It is the equivalent of Valuation Price for Supplies. The field for this value can be found under the limits tab on both the Purchase Requisition and Purchase Order. The field for this value also appears on the Request for Quotation, but it is not available for data entry.

GL Account Number

Number that identifies the general ledger (GL) account in a chart of accounts.

Item Category

Identifier indicating the characteristics of an item as either a Supply (Z) or Service (D).

Key Terms

Material Group

Materials and services that are grouped by their Product Service Codes (PSC) or Federal Supply Classification (FSC).

Material Master

Collective term for all material master records. The material master contains data that Accounts Receivable uses for the reimbursables process.

Messages

Tool within SAP for printing, faxing, and emailing.

Order - From Vendor

Vendor supplying an order.

Our Reference

Field used to capture DPAS Rating.

Outline Agreement

In SAP, this is the transaction window where ID/IQs, BOAs, and BPAs are prepared.

Overall Limit

Maximum value that the total of all unplanned services or the value of materials covered by the line items may not exceed. The Estimated Total Value for the line item is equal to this value. Purchasing Group
SAP terminology essentially the same as Buyer Code.

Purchase Order

In SAP, this term refers to Commercial Purchase Orders, Noncommercial Purchase Orders, A-E Orders, Midrange Contracts, NDPR, NSMS Orders, Contracts, Grants, Cooperative Agreements, Task Order/Delivery Orders for NASA contracts, Task Order/Delivery Orders for other agency contracts and SBIR/STTRs.

Quote

An offer received in response to a solicitation that is entered in SAP.

Key Terms

Key Terms

Release Order

SAP terminology essentially the same as Task and Delivery Orders under existing contracts.

Release Strategy (PR)

Specifies the sequence in which the approvers responsible for processing a certain document must approve an internal or external purchasing document with their respective release codes.

RFO

In SAP, this term refers to any type of solicitation including: Invitation for Bids (IFB), Cooperative Agreement Notice (CAN), NASA Research Announcement (NRA), Commercial Item Solicitation, Announcement of Opportunity (AO), Request for Offer (RFO), Request for Proposal (RFP) and Construction Non-Midrange Solicitation.

Salesperson

The person who signed the Offer for the vendor.

Templates

Standard terms and conditions for specific types of procurements.

Total Estimated Requisition Amount

The total value of the Purchase Requisition to include all options.

Unplanned Services

Services that cannot be specified in detail because their precise nature and scope are not initially known, or services which, for various reasons, you do not wish to plan.

Valuation Price

Price per unit that is committed on the Purchase Request for supplies. It is the equivalent of the Expected Value for Services.

Vendor Material Number

SAP field that is used to identify the National stock number for a Procurement Line Item (PLI).

Workflow/Release Strategy

SAP terminology/functionality that provides for the routing and approval of documents.

Your Reference

Field used to identify a To/Do issued against another agency contract. (i.e. GSA contract). Enter the other agency contract number in this field. It is also used to record the contract number when issuing To/Dos against NASA ID/IQs, BOAs or BPAs that were created using the Purchase Order transaction window.

Core Financial Training

The four major components of the Core Financial training include: RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).

RWD SAP 4.6

This course is web-based. You are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training.

Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses. [NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.]

The following highlights some aspects of the RWD SAP 4.6 training course:

- Provides an overview of the SAP system using generic examples and data
- Provides end-users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP Reporting, and additional SAP features (SAP Help, Using Matchcodes, and Using T-Codes)

Instructor-led Training (ILT)

There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training is:

- Led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants

Core Financial Training

Core Financial Training

Web-based Training (WBT)

The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. You will be able to access WBT on the NASA Intranet, at your workstation, during the two months prior to “go live”. Web-based training:

- Provides a high-level overview of the Core Financial processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on a specific process or system (e.g., bankcard), and offers information you will need to understand the financial and accounting system in SAP.

SAP Mission Control - Online Quick Reference (OLQR)

The Core Financial SAP Mission Control (OLQR) tool is designed to provide you with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks you will perform within your roles and providing needed assistance to effectively use SAP to execute those tasks. This tool:

- Supports you on the job at your point-of-need
- Includes step-by-step Core Financial transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes

Training Invitations

You will receive your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses.

Purchasing Curriculum

Course Name – Purchasing

Description: This course is composed of four modules. It will focus on an overview of the purchasing process and will provide in-depth information on contracts and Request For Quotation (RFQ).

Module 1: Contracts/ Purchase Order Processing

Description: In this module, end-users will focus on the Purchase Order window. Within this window, end-users will learn the processes and procedures associated with awarding contracts (e.g., contracts, grants, cooperative agreements, purchase orders, task/delivery orders). End-users will also be taught the processes and procedures to create contractual documents: specifically, the activities associated with preparing, completing, canceling, and distributing contractual documents. End-users will learn how to process award documents; how to determine when a Task Orders/Delivery Orders (TO/DO) is required; and actions that relate to a TO/DO. (Roles: Agency Buyer, Center Buyer, Outside Buyer, Agency Contracting Officer, Center Contracting Officer, Procurement Team Lead)

Module 2: Indefinite Delivery Indefinite Quantity (IDIQs), Blanket Purchase Agreements (BPAs), and Basic Ordering Agreements (BOAs) Processing

Description: In this module, end-users will focus on Indefinite Delivery Indefinite Quantity (IDIQs), Blanket Purchase Agreements (BPAs), and Basic Ordering Agreements (BOAs) Processing within the outline agreement window. Within this window, end-users will learn the processes and procedures associated with awarding contracts (e.g., IDIQ contracts, BOAs, and BPAs). End-users will be taught the processes and procedures to create contractual documents, specifically, the activities associated with preparing, completing, canceling, and distributing contractual documents. End-users will also learn how to process award documents. In addition, end-users will learn how to determine when a TO/DO is required and what actions relate to a TO/DO. (Roles: Agency Buyer, Center Buyer, Agency Contracting Officer, Center Contracting Officer, Procurement Team Lead)

Purchasing Curriculum

Purchasing Curriculum

Module 3: Contracts / Purchase Order Administration

Description: In this module, end-users will learn how to verify and obtain funding, prepare and issue bilateral and unilateral modifications, distribute and cancel modifications, and prepare novation agreements. In addition, end-users will be taught how to monitor the performance of a purchase order to ensure the requirements of the purchase order are being fulfilled. Within this module, end-users will also learn how to analyze NF 533 reports to monitor timeliness of submissions and look for projected overruns. The process to retire a contract by ensuring that all purchasing documents related to it are closed will be addressed, and end-users will learn how to ensure that commitments, obligations, costs, and disbursements are equal at the end of a contract. (Roles: Agency Buyer, Center Buyer, Agency Contracting Officer, Center Contracting Officer, Procurement Team Lead)

Module 4: Request For Quotation/Quotation

Description: In this module, end-users will learn the processes and procedures associated with performing pre-solicitation activities, soliciting offers, and evaluating offers. Within this module, end-users will be taught how to assign buyers, within the procurement organization, to a requisition to initiate the procurement process. End-users will also learn how to identify the type of procurement (i.e. simplified acquisition, mid-range, grant, or cooperative agreement) that is necessary for an acquisition. In addition, the process to prepare presolicitation documents, prepare solicitations, draft a Request For Proposal (RFP), and display solicitations in the system will be addressed. Moreover, end-users will learn how to prepare solicitation documents and route them for approval within the Procurement organization. (Roles: Agency Buyer, Center Buyer, Agency Contracting Officer, Center Contracting Officer, Procurement Team Lead)

Course Name - Purchasing Report Generation

Description: In this session, end-users will learn how use SAP to design and run standard financial reports, develop custom financial reports, and create cost and performance measurement reports. This course will also provide end-users with specific functional area report generation information. In addition, end-users will be introduced to the Business Warehouse (BW) Interface and learn how to execute BW reports, queries, and drill-downs. (Roles: Agency Buyer, Center Buyer, Outside Buyer, Agency Contracting Officer, Center Contracting Officer, Procurement Team Lead, Report Generator)

Purchasing Curriculum

Course Name – NASA Core Financial on the Web

Description: In the Web-based Training (WBT) course, end-users will be provided with an overview of NASA Core Financial business areas and detailed business process information related to specific roles within Core Financial functions. There will be one WBT training course that covers all functional areas, composed of 17 modules. Provided, below, are descriptions of the WBT modules that end-users in Purchasing will be required to complete prior to implementation.

WBT Module: Purchasing Approval Processing

Description: In this module, end-users will learn how to display a purchase record, verify availability of funds, and approve/disapprove the invoice. End-users will also learn the procedure to process the final invoice before the contract is closed. (Roles: Agency Buyer, Center Buyer, Outside Buyer, Agency Contracting Officer, Center Contracting Officer, Procurement Approver, Procurement Team Lead)

WBT Module: Master Maintenance

Description: In this module, end-users will focus on how to create and maintain the Vendor Master files and how to create and maintain Material Master files. Also, end-users will learn how to create the Basic Data, Sales, and Accounting views within a material master record. In this module, end-users will be taught to recognize when templates for simplified acquisitions, grants, and cooperative agreements should be added to documents in SAP. End-users will be familiarized with the most current versions of federal procurement policies and regulations to maintain template accuracy. In addition, end-users will learn how to create/maintain templates in the system and how to tie templates to documents within the system. (Roles: Material Master Maintainer, Purchasing Vendor Master Maintainer, Template Maintainer)

Purchasing Curriculum

Core Financial Contacts

Who Should I Go To If I Have Questions?

Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, they will follow up with your Change Agent to address the question.

HQ Change Agents:

Codes/Areas Covering	Name	Code	Phone	Email
A, CO	Michael Chatman	CFA	(202) 358-0085	mchatman@hq.nasa.gov
A, CO	Sandra Smith	CFB	(202) 358-1307	sandy.smith@hq.nasa.gov
BF	Donna Dull	BFB	(202) 358-1035	ddull@hq.nasa.gov
BF	Bertha Lee	BFZ	(202) 358-0998	blee@hq.nasa.gov
BR	Mary Ellen Wirsing	BRA	(202) 358-1467	mwirsing@hq.nasa.gov
EAA	Omega Jones	EAA	(202) 358-0292	ojones@hq.nasa.gov
EU	Linda Worthington	CFA	(202) 358-1957	lworthin@mail.hq.nasa.gov
FE	Sherri Mcgee	FEA	(202) 358-1524	amcgee@mail.hq.nasa.gov
FE	Loretta Smith	CFA	(202) 358-2216	lsmith1@hq.nasa.gov
FM	Joyce Smith	FMA	(202) 358-1179	jsmith4@hq.nasa.gov
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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.